

# THE MICHIGAN DEPARTMENT OF CIVIL SERVICE IS ACCEPTING APPLICATIONS FOR ENTRY-LEVEL SECURITY EXAMINATION

NO. 4012

— A Written Test is Required —

**All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment.**

The **Corrections Officer** and **Forensic Security Aide** applicant pools are maintained at the 8 level. After successful completion of a probationary period, employees may be reclassified to the E9 level. **Forensic Security Aide** jobs are located only in Washtenaw County (81).

Job Titles	Min Hourly Rate as of 10/1/2004	Max Hourly Rate as of 10/1/2004
Corrections Officer 8, E9	\$14.20	\$21.13
Forensic Security Aide 8, E9	\$14.20	\$21.13

## MINIMUM REQUIREMENTS FOR CORRECTIONS OFFICER

**Possession of a high school diploma or possession of the General Education Development (GED) certification.**

### **NECESSARY SPECIAL REQUIREMENT**

**AT THE TIME OF APPLICATION OR WITHIN 18 MONTHS AFTER HIRE:** Completion of 15 semester (or 23 term) college credit hours from an accredited school in one or a combination of the following areas: corrections, criminal justice, psychology, sociology, educational psychology, family relations and/or guidance and counseling, pastoral counseling, social work, or law enforcement or you will be terminated

**OR**

**AT THE TIME OF APPLICATION:** Completion of 30 semester (45 term) college credit hours from an accredited school in any academic or degree prerequisite area. (This option is not available after hire date.)

FOR THE CORRECTIONS OFFICER CLASSIFICATION		
IF YOU:	YOU MUST:	YOU CAN:
Possess a high school diploma or General Education Development (GED) certificate.	Take and pass video-based exam.	Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.
Have completed 15 semester (23 term) qualifying college credits.	Submit a photocopy of your official college transcript with your Civil Service application <b>AND</b> take and pass the video-based exam.	
Have completed 30 semester (45 term) college credits in any field.	Submit a photocopy of your official college transcript with your Civil Service application <b>AND</b> take and pass the video-based exam.	
Possess a bachelor's degree with a major in any field of study.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video-Exam — Name is placed directly in Corrections Officer 8 applicant pool.
Have completed a recognized corrections training program in another state or federal jurisdiction <b>AND</b> completed at least two years of full-time corrections officer work experience <b>AND</b> are currently employed satisfactorily in a corrections position <b>OR</b> have left corrections employment in satisfactory status.	Submit a photocopy of your corrections training certificate with your Civil Service application <b>AND</b> documentation to support satisfactory status.	Waive Video-Exam — Name is placed directly in Corrections Officer 8 applicant pool.

FOR THE CORRECTIONS OFFICER CLASSIFICATION		
IF YOU:	YOU MUST:	YOU CAN:
Have completed 15 semester (or 23 term) qualifying college credit hours <b>AND</b> have <b>an honorable discharge</b> from active duty with any branch of the military.	Submit photocopy of your official college transcript(s) with the college seal or registrar's signature (Internet or student transcripts will not be accepted) <b>AND</b> DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), and/or discharge certificate (all other military reserve duty) for each tour of service along with your Civil Service application.	Waive Video-Exam — Name is placed directly in Corrections Officer 8 applicant pool.
Have <b>an honorable discharge</b> from active duty with any branch of the military or military reserve with some or no college credits.	Submit photocopy of your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), or discharge certificate (all other military reserve duty) for each tour of service along with your Civil Service application.	Waive Video-Exam — Name is placed directly in Corrections Officer 8 applicant pool. Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.
Are currently in any branch of the military or military reserve.	Submit verification from the military branch in which you are currently serving. If you served in more than one tour of service, you must submit your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), or discharge certificate (all other military reserve duty) for each tour along with your Civil Service application.	Waive Video-Exam — Name is placed directly in Corrections Officer 8 applicant pool. Defer college credits until 18 months after hire date. You must complete qualifying education credits within 18 months from your hire date or your employment will be terminated.

Before being hired as a Corrections Officer 8, applicants must pass a physical agility test and a background check conducted by the Michigan Department of Corrections. Any individual with a felony conviction, a controlled substance violation in any jurisdiction (including military), pending felony or misdemeanor charges, a domestic violence conviction, or outstanding warrants is ineligible for consideration for employment by the Michigan Department of Corrections. In addition, an applicant who has been convicted of any other misdemeanor shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

### MINIMUM REQUIREMENTS FOR FORENSIC SECURITY AIDE

**Possession of a high school diploma or completion of the General Education Development (GED) test.**

FOR THE FORENSIC SECURITY AIDE CLASSIFICATION		
IF YOU:	YOU MUST:	YOU CAN:
Possess a high school diploma or General Education Development (GED) certificate.	Take and pass video-based exam.	
Possess a bachelor's degree in any major.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.
Possess an associate's degree in any of the following majors: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, law enforcement, or nursing.	Submit a photocopy of your official college transcript with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.
Possess two or more years of active military experience, with <b>an honorable discharge</b> .	Submit photocopy of your DD-214-Member 4 Copy for each tour of service along with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.
Possess two or more years of documented full-time experience as a licensed practical nurse, nurses aide, home health aide, or patient care technician.	Submit résumé with verifiable experience with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.

FOR THE FORENSIC SECURITY AIDE CLASSIFICATION		
IF YOU:	YOU MUST:	YOU CAN:
Possess two or more years of full-time work experience as a police officer or corrections officer.	Submit résumé with verifiable experience with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.
Completion of a recognized corrections training program in a state or federal jurisdiction.	Submit photocopy of your corrections training certificate with your Civil Service application.	Waive Video-Exam — Name is placed directly in Forensic Security Aide 8 applicant pool.

## WRITTEN EXAMINATION

This examination consists of three video-based exam sections. It evaluates skills, knowledge, and abilities related to critical elements of security positions. You must achieve passing scores on all sections of the examination to have your name placed in the applicant pool.

SECTION	APPROXIMATE EXAMINATION TIME
Section 1: Human Interaction	1 hour and 20 minutes
Section 2: Reading Comprehension	15 minutes
Section 3: Incident Observation Report Writing	30 minutes

**Because this is a video-based examination, no late admissions will be allowed.**

## EXAMINATION SCHEDULING

After we have reviewed your application, you will receive an “Examination Admission Notice” with the date, time, and location for examination. The examination may be offered on a weekday or Saturday. Current state employees should contact their department’s personnel office for their department’s policy on administrative leave to take Civil Service examinations. Applicants may retake this exam after a six-month period.

## HOW TO APPLY

You may apply by completing the **Entry Level Security Examination (CS-102\_4012) Application** attached to this announcement. You may also apply by completing the **Entry Level Security Examination Application** on our web site, at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs). Applications may be faxed, mailed, or e-mailed to one of the following offices:

Department of Civil Service  
Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, Michigan 48909  
FAX (517) 335-0031  
e-mail: [MDCS-BHRS@michigan.gov](mailto:MDCS-BHRS@michigan.gov)

Department of Civil Service  
Detroit Regional Office  
Cadillac Place, Suite 4-400, 4<sup>th</sup> Floor  
3042 West Grand Boulevard  
Detroit, Michigan 48202  
FAX (313) 456-4411

Please direct questions to any of the following Civil Service telephone numbers:

Lansing  
(517) 373-3048  
TTY (517) 335-0191

Detroit  
(313) 456-4400  
TTY (313) 456-4409

Outside Lansing or  
Detroit  
Toll-free 1-800-788-1766

State of Michigan  
DEPARTMENT OF CIVIL SERVICE  
400 South Pine Street  
P.O. Box 30002  
Lansing, MI 48909

## ENTRY-LEVEL SECURITY EXAMINATION APPLICATION

All persons offered employment in the classified service are required to submit to and pass a preemployment drug test as a condition of employment. An applicant who refuses to submit to or fails a preemployment drug test, interferes with a test procedure, or tampers with a test sample will be removed from all applicant pools and will be disqualified from state employment for a period of three years. The state of Michigan is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, religion, national origin, ancestry, disability, partisan consideration, age, or sex.

BIOGRAPHICAL DATA			EMPLOYMENT TYPES AND LOCATIONS																															
APPLICANT OR EMPLOYEE ID NUMBER (Leave blank if you do not know your ID number)		AREA CODE/PHONE NO. (Between 8 a.m. and 5 p.m.) (     )     -		YOU MUST COMPLETE THIS INFORMATION TO BE CONSIDERED FOR ANY JOB. Before completing this section, read the EMPLOYMENT TYPES and LOCATION instructions on the back page.																														
APPLICANT'S NAME (LAST, FIRST, M.I.)				EMPLOYMENT TYPES <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																														
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STREET ADDRESS																																		
CITY		STATE	ZIP CODE -																															
E-MAIL ADDRESS (if available)																																		
<b>CERTIFICATION: Complete the application and read carefully before submitting.</b> <i>By submitting this application and any attachments, the applicant named above certifies to the Department of Civil Service that all information provided is true and accurate and contains no willful falsifications or misrepresentations. Falsifications or misrepresentations may disqualify applicants from consideration for employment with the state of Michigan; or if hired, may be grounds for termination at a later date. Previous employers may be contacted for verification.</i>																																		
<b>TEST LOCATIONS — Select one site where you would like to take the written examination, if necessary:</b>																																		
<input type="checkbox"/> 10. Detroit <input type="checkbox"/> 30. Lansing <input type="checkbox"/> 70. Ironwood <input type="checkbox"/> 80. Marquette <input type="checkbox"/> 90. Sault St. Marie																																		
<b>RACE/ETHNIC/GENDER INFORMATION</b> Optional—for reporting purposes only						<b>ACCOMMODATIONS</b>																												
<table><thead><tr><th></th><th>M</th><th>F</th></tr></thead><tbody><tr><td>WHITE</td><td>1 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>BLACK (AFRICAN AMERICAN)</td><td>2 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>AMERICAN INDIAN/ALASKAN NATIVE</td><td>3 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>HISPANIC</td><td>4 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>ASIAN/PACIFIC ISLANDER</td><td>5 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>MULTIRACIAL</td><td>6 <input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>							M	F	WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>	BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>	AMERICAN INDIAN/ALASKAN NATIVE	3 <input type="checkbox"/>	<input type="checkbox"/>	HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>	ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>	MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>	<b>INFORMATION PROVIDED ON AN INDIVIDUAL'S DISABILITY IS CONFIDENTIAL, NOT SUBJECT TO THE FREEDOM OF INFORMATION ACT, AND CANNOT BE SHARED WITHOUT THE PERMISSION OF THE APPLICANT.</b> Individuals who meet the federal eligibility requirements may be designated as a handicapper or as an individual with a disability and provided accommodations in completing the application, taking the examination, or participating in the referral process; and in certain instances, in a trial appointment program. <input type="checkbox"/> Check this box, if you believe you are eligible and want to participate voluntarily.							
							M	F																										
						WHITE	1 <input type="checkbox"/>	<input type="checkbox"/>																										
						BLACK (AFRICAN AMERICAN)	2 <input type="checkbox"/>	<input type="checkbox"/>																										
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						HISPANIC	4 <input type="checkbox"/>	<input type="checkbox"/>																										
ASIAN/PACIFIC ISLANDER	5 <input type="checkbox"/>	<input type="checkbox"/>																																
MULTIRACIAL	6 <input type="checkbox"/>	<input type="checkbox"/>																																

Complete reverse side of application. Submit both sides of application plus all required education/experience documentation.

### QUALIFICATIONS FOR CORRECTIONS OFFICER

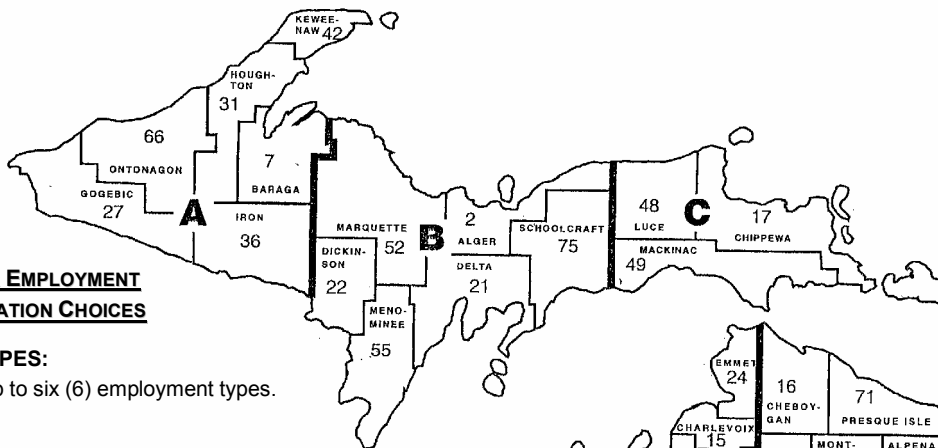
Check all the boxes below that apply to you. Attach the required documents for each box you check.

<input type="checkbox"/> I have a high school diploma or General Education Development (GED) certificate.	You do not need to attach anything.
<input type="checkbox"/> I have completed 15 semester (or 23 term) qualifying college credit hours.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I have completed 30 semester (45 term) college credits in any field of study.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess a bachelor's degree with a major in any field of study.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I have completed a recognized corrections training program in another state or federal jurisdiction, completed at least two years of full-time Corrections Officer work experience, <b>AND</b> I am currently employed satisfactorily in a corrections position <b>OR</b> I have left corrections employment in satisfactory status.	Attach a photocopy of your corrections training certificate <b>AND</b> documentation to support satisfactory status.
<input type="checkbox"/> I have an <b>honorable discharge</b> from active duty with a branch of the military or military reserve.	Attach a photocopy of your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), or discharge certificate (all other military reserve duty) for each tour of service.
<input type="checkbox"/> I am currently in a branch of the military or military reserve.	Attach verification from the military branch in which you are currently serving. If you served in more than one tour of service, you must submit your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), or discharge certificate (all other military reserve duty) for each tour.

### QUALIFICATIONS FOR FORENSIC SECURITY AIDE

Check all the boxes below that apply to you. Attach the required documents for each box you check.

<input type="checkbox"/> I have a high school diploma or General Education Development (GED) certificate.	You do not need to attach anything.
<input type="checkbox"/> I possess a bachelor's degree with a major in any field of study.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I possess an associate's degree in one of the following majors: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, law enforcement, or nursing.	Attach a photocopy of your official college transcripts (student copies will <u>not</u> be accepted).
<input type="checkbox"/> I have completed two or more years of active military experience, with an <b>honorable discharge</b> .	Attach photocopy of your DD-214-Member 4 Copy for each tour of service.
<input type="checkbox"/> I possess two or more years of documented full-time experience as a licensed practical nurse, nurses aide, home health aide, or patient care technician.	Attach résumé with verifiable experience.
<input type="checkbox"/> I possess two or more years of full-time work experience as a police officer or corrections officer.	Attach résumé with verifiable experience.
<input type="checkbox"/> I have completed a recognized corrections training program in a state of federal jurisdiction.	Attach a photocopy of your corrections training certificate.



### INSTRUCTIONS FOR EMPLOYMENT TYPES AND LOCATION CHOICES

#### EMPLOYMENT TYPES:

You may choose up to six (6) employment types.

#### CODE TYPE

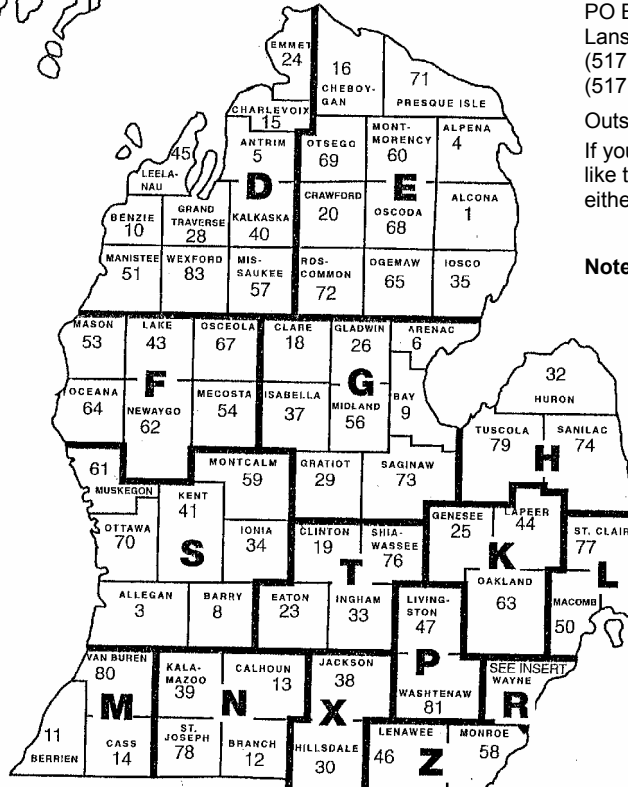
- AA Full-time: 40 hours per week.
- AB Part-time: Less than 40 hours per week.
- AC Intermittent: Hours vary in each department based on work load.
- AD Limited-term appointment: Job has a fixed ending date.
- AQ Noncareer appointment: Job lasts less than 90 full-time days in a year with no employee benefits.
- AE Seasonal: Work is limited to part of the year.

#### EMPLOYMENT LOCATIONS: (where you are willing to work)

You may choose up to eighteen (18) employment locations.

Use the map on the right and decide the counties (numbers) OR regions (bold letters) in which you will accept an offer of employment. **If you pick a region (letter), you will be considered for ALL counties or locations in that region.**

You may choose a combination of counties and regions.



#### INSTRUCTIONS:

1. Complete page 3.
2. Make a copy for your records.
3. **SEND OR TAKE** your completed application to either of the following Department of Civil Service offices:

#### Lansing Office

Capitol Commons Center  
400 South Pine Street  
PO Box 30002  
Lansing, MI 48909  
(517) 373-3048  
(517) 335-0191 (TDD Only)\*

#### Detroit Regional Office

Cadillac Place  
4<sup>th</sup> Floor - Suite 4-400  
3042 West Grand Boulevard  
Detroit, MI 48202  
(313) 456-4400  
(313) 456-4409 (TDD Only)\*

Outside Lansing or Detroit, call 1-800-788-1766.

If you have questions about completing this application or would like to obtain Examination Announcements, please contact either of the Department of Civil Service offices listed above.

\*Telephone Device for the Deaf

**Note:** For additional information on state government jobs, visit our Web site at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

### EXAMPLE

In this example, the applicant has selected employment type Codes AA, AB, and AE; Regions S and T; and Counties 25, 39, 13, 38, 81, and 29.

This applicant would be referred for any full-time, part-time, or seasonal jobs in the counties and regions selected.

EMPLOYMENT TYPES					
AA	AB	AE			

EMPLOYMENT LOCATIONS							
S	T	25	39	13	38	81	29

### R = WAYNE COUNTY (DETROIT AREA)

IF YOU ARE NOT AVAILABLE FOR ALL OF WAYNE COUNTY, YOU MAY SELECT CERTAIN AREAS OF THE COUNTY BY USING THE NUMBERS FROM THE MAP BELOW.

